



Policy Number: 701.1

Policy: Budget Administration Instructions

Effective Date: July 1, 2012

Revision Date:

Responsible Party: Assistant Vice Chancellor of Finance

POLICY STATEMENT

Fiscal managers are expected to monitor assigned budgets throughout the fiscal year. It is essential that expenditures are monitored for appropriateness and total expenditures do not exceed the total budgeted amount. Unspent budget remaining at June 30 will not carry forward into the next fiscal year. However, deficits at June 30 may cause a reduction in the associated budget for the next fiscal year.

Appropriate expenditures are those that are "reasonable and necessary" for the operation of the department/unit. All expenditures must be in accordance with State laws and in compliance with policies established by the Board of Regents and Montana State University Billings including campus purchasing procedures. Information concerning purchasing procedures and associated forms is accessible at www.msubillings.edu/boffice/.

AUTHORITY

MCA Statutes

BOR Policies and Directives

MSU Billings Administration

MSU Billings Business Services policies and procedures